



Riverdale PUBLIC SCHOOL



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November 2, 2018

Dear Parents/Guardians:

We are pleased to announce the schedule for fall conferences. Please remember students will be following an Early Dismissal Schedule November 13th, 14th, and 15th.

Pre-K through Grade 8

Tuesday, November 13th afternoon hours 1:15 pm to 3:15 pm

Tuesday, November 13th evening hours 6:00 pm to 8:00 pm

Wednesday, November 14th afternoon hours 1:15 pm to 3:15 pm

Wednesday, November 14th evening hours 6:00 pm to 8:00 pm

Middle School ONLY will have additional times this day-


Thursday, November 15th afternoon (only) hours 1:15 pm to 3:15 pm

In the interest of providing equal opportunity for all parents to discuss their child's progress, we ask that you abide by the established schedule. For students in **Pre-K through Grade 5**, each conference is scheduled for 15 minutes. Please knock on the classroom door when it is your scheduled time. For our students in **Grades 6 through 8** we will have over 100 parent meetings. Parents will have 5 minutes to speak with each Middle School teacher. At any grade level, if there is further discussion necessary, an alternate meeting can be arranged at a later date. We appreciate your cooperation in helping us provide time with all parents.

Conferences will be scheduled online using SignUpGenius. On **November 5th**, each teacher's link will be live by 3:15 p.m., and you may begin scheduling at that time. You can make appointments from the comfort of your home at any time of the day or night. If you need to change an appointment, you can do that from home as well. The system will email you to verify your appointment and we'll e-mail a reminder to you a few days prior.

IMPORTANT NOTE: On **November 12th**, at 8:30 am, each teacher's sign up link will be closed. After this time, appointments will not be able to be made. If you miss the deadline, you are encouraged to seek out the teacher(s) whom you wish to speak to and make arrangements later in November.

In order to create your conference appointments, please do the following:

- 1) Go to <http://www.signupgenius.com>
 - a) If you do not have a SignUpGenius account, you will need to register before following the steps below
- 2) In the upper right-hand corner, after logging into SignUpGenius, click on the magnifying glass icon seen here: 
- 3) At the next screen, see below, you will search for your child's conference schedule by typing in your teacher's email address (ie: pkobliska@rpsnj.org), where it says "Search for a Sign Up".

**Search for a
Sign Up**

by sign up creator's email

I'm not a robot 
reCAPTCHA
Privacy - Terms

Search

[... or log in to view your invites](#)

**** Please Note:** If you are looking for a conference with Middle School Core Subject Teachers including, Ms. May, Ms. Miller, Mrs. Gelok, Mrs. Dutkowski, Mrs. DeFilippis, Ms. Corbett, Mrs. Maher, or Mrs. Paldino, please enter the following teacher email address: msconferences@rpsnj.org

- 4) Click on the teacher's conference sign up group icon.
- 5) Sign up for a conference on a day and time that works for you!

If you have any questions about the process, please contact your child's teacher as soon as possible. If you require a date that does not have any availability remaining, an alternate arrangement may be made directly with your child's teacher. We look forward to seeing you!

Sincerely,



Paul Kobliska
Principal